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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 13, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-03

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Teachers' Annual Salary File for 2013-2014  
(Retirement Return to Work Input File)

Applicable employers must report to TRSL by August 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL to agencies required to submit the report.** Please refer to the [TRSL and LSERS Annual Salary File Procedures](#) on the [OSUP Procedures](#) page for details on information that should be included on the file.

For LaGov HCM entry and report questions, please contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). For questions regarding submission of this information to TRSL, please contact Edward Branagan or Ryan Pereira of Teachers' Retirement Audit Department at (877) 275-8775 outside the Baton Rouge area or (225) 925-6446 extensions 4846 and 6114 respectively.

For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

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APH:GMB/ral

cc: Edward Branagan, TRSL  
Sylvia Miller, TRSL  
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